Shelby County
Tennessee

Mark H. Luttrell, Jr., Mayor

Request for Qualifications

Shelby County Government

Purchasing Department

160 N. Main Street, 9th Floor, Suite 900
Memphis, TN 38103

Issued: April 1, 2016
Due: April 25, 2016 no later than 4:00 P.M. (Central Standard Time)

RFQ #16-003-58

Job Classification and Compensation Study
(Shelby County Human Resources)

Shelby County Government (the "County"), an Equal Opportunity, Affirmative Action Employer, is soliciting professional services on behalf of the Shelby County Human Resources Department ("Human Resources") from qualified firms, sole practitioners, and consultants ("Respondent") to conduct a job classification and compensation study (the "Services").

This notification, the cover page/proposal response sheet, and any future information regarding this RFQ is and will be located on the County's website at www.shelbycountytn.gov. At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described **R**equest **F**or **Q**ualifications.

Interested parties should submit a **Letter of Interest** and **Statement of Qualifications** related to the services requested by the Request for Qualifications ("RFQ") specifications. Based on an evaluation of responses to this RFQ, one or more respondent(s) will be selected and invited to participate in further discussions and negotiation of a contract for the requested services.

A. SCOPE OF WORK

The study shall evaluate the County's present salary structure as compared to the relevant job market for comparable positions in both the private and public sectors. The consultant shall perform or provide the following:

1. Develop a Comprehensive Classification & Compensation System: Conduct a review and analysis of the job descriptions for the various positions throughout Shelby County and use that data to develop a new job classification system as well as a compensation study, taking into account changes in Federal and State laws, especially exempt / non-exempt status. The Respondent shall provide a financial impact analysis and make recommendations for implementation phases.

2. Shelby County has a performance evaluation system in place available to all elected officials. The Respondent should be prepared to review this system, make recommendations for encompassing the County's needs consistent with the new job classification and compensation systems.

B. INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

The Statement of Qualifications must address, but is not limited to, the following criteria and should be submitted in this order:

- **Cover Page/Proposal Response Sheet (separate attachment).** Submit on letterhead stationery, signed by a duly authorized officer, employee, or agent of the organization/firm. This form is located on the County's website at www.shelbycountytn.gov. ***This document should be the first page of your submittal response.***

- **Description of Firm/Consultant.** Describe your firm's structure, areas of service, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office that will be responsible for managing any work performed.

- **Minimum Qualifications.** Respondents must have prior experience and proven expertise in job classification and compensation administration disciplines. Describe how your firm meets this requirement with specific examples of results achieved on behalf of clientele similar to the Shelby County Government.

- **Experience.** Briefly describe other matters handled by your firm that demonstrate relevant or unique experience. Also, list all public sector clients for whom you have performed work for in the last five (5) years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.

- **Personnel.** Provide a professional resume' for the key people proposed to be assigned to work on this matter and describe relevant experience. Describe key personnel's proposed roles and responsibilities in this matter. Submittals must identify a proposed lead person who would be responsible for the day-to-day management of project tasks and would be the primary point of contact with your firm.

- **Capacity and Capability.** Provide information about the firm's capacity and capability to perform on short notice and in a timely manner.

- **Project Approach.** Describe the firm's approach to the work and how it would schedule activities.

- **Commitment to Diversity.** Describe the firm's efforts to recruit and retain minority and female professional staff. Include in your response any related policies or procedures of your firm.

- **Approach to Communicating with Human Resources/County.** Describe the firm's approach to communicating with Human Resources/County or designee.

- **Understanding of Services to be Provided.** Describe the firm's understanding of the Scope of Work.

- **Costs for Providing Services.** Provide an estimate of the costs for providing the Services described above. Such costs should include a base fee for providing the Services as well as any additional fees necessary related to the Services to be provided. Inclusion of an estimated fee may be informative, but is not required. The actual costs for providing the Services will be negotiated with the selected Respondent.

- **Work Schedule.** Provide a plan for service delivery.

- **Conflict of Interest.** The Respondent, by submitting a Statement of Qualifications, certifies that to the best of its knowledge or belief, no employee or elected or appointed official of the County is financially interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. The Respondent also certifies that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

- **Equal Opportunity Compliance.** ***The Respondent, by submitting a Statement of Qualifications, certifies that it has or will fully comply with the requirements of the Equal Opportunity Compliance Office of Shelby County. The instructions for obtaining a vendor number and EOC number are detailed below.***

- **Title VI.** The Respondent, by submitting a Statement of Qualifications, certifies that it is in compliance with Title VI as described in further detail below.

- **Other.** Brochures or other material that may be helpful in evaluating your firm may be included in an appendix of the submittal.

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an "Equal Opportunity Compliance (EOC)" certification number.

You can access the online applications to receive the numbers indicated above at www.shelbycountytn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)
At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Conducting Business with Shelby County". The "Vendor Registration" link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. ***(Applications for a vendor number are accepted online only.)***

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)
At the top of the home page, click on the links "Department", "E" for the Equal Opportunity Compliance and "Contract Compliance Program". The "Contract Compliance Packet" link is in the middle of the page. Please print the packet and ***mail or fax*** the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 501, Memphis, TN 38103. The fax number is 901-222-1101.

Note: Because of the length of time it takes to receive an EOC number, proposals from vendors who apply prior to the RFP due date will be accepted pending EOC approval of their application.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration at (901) 222-1100.

C. SELECTION PROCESS

Statements of Qualifications will be ranked on qualifications and Shelby County Human Resources and/or its designated Selection Committee may choose to interview several of the top ranked firms. Firms will be evaluated on the basis of each of the factors outlined herein, including, but not limited to, the following factors:

- History and Capability to Perform Services
- Qualifications of Respondent's Project Team
- Familiarity with Subject Area
- Approach and Schedule for Conducting Services

Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the "Tennessee Lawful Employment Act" (effective date of 01/01/12). Proof and documentation of employment eligibility may be included with the submittal, if applicable.

A review of the Statement of Qualifications is expected to occur within two weeks of receipt of same.

D. OVERSIGHT AND GUIDANCE

General guidance will be provided by the Shelby County Human Resources Department. Specific contact will come from the Human Resources Administrator.

E. CORRESPONDENCE

All correspondence, Statements of Qualifications and questions concerning the Request for Qualifications (RFQ) are to be submitted to:

Debra D. Louis, Buyer
Purchasing Department
Shelby County Government
160 N. Main St., 9th Floor, Suite 900
Memphis, TN 38103

Respondents requesting additional information or clarification are to contact Debra D. Louis in writing at debra.louis@shelbycountytn.gov or at the address listed above. Questions should reference the section of the Request for Qualification (RFQ) to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED***. ***The deadline for submitting questions will be April 15, 2016, by 12:00 p.m. (CST)***. These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountytn.gov within forty-eight (48) hours of the above cut-off date.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFQ may disqualify your company from further consideration.

F. NON-DISCRIMINATION (TITLE VI AND TITLE VII)

The firm hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap

and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The firm shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

G. DISCLOSURE OF STATEMENT OF QUALIFICATIONS CONTENTS

The firm understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All Statements of Qualifications, including detailed price and cost information, if applicable, will be held in confidence during the evaluation process and before the time of "Notice of Intent to Award" is issued. Thereafter, all Statements of Qualifications will become public information. ***All Statements of Qualifications and other materials submitted become the property of Shelby County Government.***

H. PROPOSAL SUBMISSION DEADLINE

The proposal, as submitted, should include all qualifications related to the services requested in this Request for Qualifications (RFQ). All proposal submissions must be received at the address listed above **no later than Monday, April 25, 2016 @ 4:00 p.m. (CST).** Facsimile or e-mailed proposal submissions will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposal submissions may not be considered. Under no circumstances will this deadline be extended, regardless of weather conditions, transportation delays, or any other circumstance.

The package containing an original **(clearly identified as original)** and five (5) copies of your proposal submission must be sealed and marked with the Respondent's name and "**CONFIDENTIAL – JOB CLASSIFICATION AND COMPENSATION STUDY, RFQ #16-003-58** noted on the outside.

Sincerely,

Signed Original On File

Debra D. Louis, Buyer
Purchasing Department
Shelby County Government